



Cégep de Sept-Îles

BY-LAW #48

BY-LAW PROMOTING ACADEMIC SUCCESS

CÉGEP DE SEPT-ÎLES

Issuing department : Academic Studies
Decision-making body : Board of Governors
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PREAMBLE

The *Educational Project* of Cégep de Sept-Îles states that students' academic success depends primarily on their level of involvement in their studies: [TRANSLATION] "Students are the primary architects of their success. Without their personal and voluntary involvement in their educational plan, even the best pedagogical practices cannot guarantee the attainment of their objectives. Consequently, they readily use the services offered and seize opportunities to expand their horizons and achieve their goals".

Given that Cégep de Sept-Îles is the only college within a radius of over 250 km, the purpose of this by-law is to support students having difficulty with college studies to ensure that they pass every course. More specifically, it sets out specific measures and conditions to permit these students to continue their studies by providing them with a fair and caring learning environment while equipping them to knowingly take charge of their education plans.

The Cégep de Sept-Îles by-law promoting academic success was developed in accordance with its mission, *Educational Project*, and *Institutional Policy on the Evaluation of Student Achievement* (IPESA), the *College Education Regulations* (CER), *General and Vocational Colleges Act*, *Règlement sur les règlements ou politiques qu'un collège d'enseignement général et professionnel doit adopter* and the reference frameworks established by the Commission d'évaluation de l'enseignement collégial (CÉEC).

1. SCOPE OF APPLICATION

This by-law applies to every student admitted into a program of study leading to a diploma of college studies (DCS) or an attestation of college studies (ACS) and covers the regular and summer semesters as well as any special teaching arrangement, such as condensed courses, for example.

As the presence of multiple failures in a student's academic record at another institution might be a good indicator of the challenges faced by that student, courses not provided by Cégep de Sept-Îles will also be considered when analyzing the record, but in a different way.

Commandite courses taken during a semester will be considered.

Although learning and success support measures are provided for every student enrolled at Cégep de Sept-Îles, the intervention measures described in this by-law are more specifically designed for students who are or might be voluntarily or involuntarily at risk of failing.

In collaboration with the program director or the person responsible for program success, special attention is therefore taken during the first two weeks of the semester to determine whether particular supervision is required for students who:

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- enter college studies with conditions;
 - enter college studies with a high school average below (HSA) 65%;
 - arrive from another college with three (3) or more failures;
 - have a complex learning environment;
 - have failed more than one course in a semester;
 - have failed repeatedly;
 - have failed half or more of their courses in a semester or block of courses.

2. SUPERVISION AND SUPPORT MEASURES FOR REGULAR STUDENTS

Based on the foundations of its educational project, Cégep de Sept-Îles's stance promoting success [TRANSLATION] "is determined by all the initiatives taken and actions implemented, which require all stakeholders to work together in complementarity". From this perspective and to achieve the objectives of this by-law, the College is introducing various means to assist students and support their motivation to study.

2.1 STUDENTS AT RISK

Students who enter college studies, who arrive from another college with three (3) or more failures, or whose learning environment is complex and who, after a review of their student record, are deemed to be at risk, are promptly informed of the services available to promote their success at the post-secondary level.

Remedial activities or activities that promote success whether or not offered in the form of courses may also be required based on the extent of the needs observed.

Students who enter college studies with a high school grade point average in French lower than 66% or whose cumulative high school grade point average is lower than 70% are required to take a French placement test.

However, given that the College has no objective reference to determine whether international students should take a French placement test, international students are automatically required to take the test, except those who have an equivalency for the first two French mother-tongue courses.

Students who obtain 68% or lower on the French placement test will be registered in a French mother-tongue remedial course to better equip them to pass the *épreuve uniforme de langue* (ÉUL). Students must pass this course before commencing the sequence of literature courses in the general education component of each program.

Students asked to take a French placement test but who fail to attend at the scheduled time are *de facto* placed in the French mother-tongue remedial course.

A letter confirming the placement in the French mother-tongue remedial course will be entered in the student's record.

Students who pass all their courses in the first semester will receive a letter of congratulations and encouragement from the College.

2.2 STUDENTS WHO FAIL ONE OR MORE COURSES

2.2.1 Students who fail a course in the program-specific or general education program a first time are informed in writing and asked to avail themselves of the various support services offered by the College.

Students who fail the same course in the program-specific or in the specific or common general education component a second time will have to sign an academic (probation) contract that contains supervision and support measures. In the event of another failure, students will also have to take a reduced course load in the semester concerned by the failed course to promote their success.

2.2.2 Students who fail half of their courses or credits in the fall or winter semester may continue studying at the College on the condition that they sign an academic (probation) contract identifying the personalized support measures. The purpose of these measures is to ensure that all courses in the semester concerned are passed and include a commitment to do everything to pass by applying themselves as a student in the following fall or winter semester, as the case may be. Applying themselves as a student includes attending classes, persevering by participating in all planned course learning activities (formative and summative) until the final evaluation, and asking for help as needed.

Failed commandite courses are considered to have been failed at Cégep de Sept-Îles.

Students who fail more than one course in the semester concerned will be refused admission to the College for the following fall or winter semester (DCS), as the case may be. Failure to comply with the conditions described in the contract may be viewed unfavourably when the student's record is reviewed if the College's decision to expel is appealed.

A refusal to admit may be lifted after a favourable review of the student's record and any objection to the recommendation to suspend made by the student's AA, the Associate Academic Dean responsible for Student Services, and the program director or person responsible for program success.

2.2.3 Students permitted to continue their studies after their record has been reviewed must comply with the academic (probation) contract signed pursuant to section 2.2.2 and agree to increased support measures as well as undertake to take all means to pass every course in the semester covered by the contract. Students who fail to comply with these conditions will not be admitted into the Cégep de Sept-Îles for the following fall or winter semester, as the case may be.

2.2.4 Students who fail a remedial mathematics, physics, or chemistry course a second time will be referred to adult education (e.g., A.-W.-Gagné, CRÉA, etc.) or to another program such as *Études secours*.

In order to continue post-secondary studies, students might be asked to enter another program that does not require these prerequisites.

2.2.5 Students who fail the equivalent of a remedial French language of instruction course a first time will be required to sign an academic (probation) contract aimed at passing the course and agree to:

- do everything to pass by attending every class;
- persevere by participating in good faith in all course learning activities (formative and summative) until the final evaluation;
- ask for help as needed.

Students will also be asked to regularly attend services provided by the Centre d'aide en français (CAF) and may be assigned a peer tutor.

Students who fail the equivalent of a remedial French language of instruction course a second time and who obtain at least 40% may be given a third chance to pass the course at the College provided that they explain in the form provided for this purpose why they wish to take and pass the course and how they plan to do so. In addition to complying with the academic (probation) contract initially signed, students must also agree to increased support measures.

Students who fail to achieve at least 40% or who do not provide written reasons will be referred to a remedial course offered by Cégep à distance and must pay all related costs. Moreover, in addition to complying with a new academic (probation) contract related to the distance course, students must agree to increased support measures.

If, after a third attempt, the student has still not passed, tutoring may be provided after the student's record has been reviewed by the student's AA, a literature professor who teaches the remedial French course, the program director or person responsible for program success, and the Associate Academic Dean responsible for Student Services. Students must pay the costs of tutoring.

In every case, the sequence of literature courses of the general education component leading to the *épreuve uniforme de langue* (ÉUL) may only be integrated into the student's schedule once the equivalent remedial French course has been passed.

2.2.6 Courses coded *temporary incomplete (IT)* in a given semester are not counted as failed courses when reviewing the student's record.¹ Only courses with a numbered grade are counted for the purpose of the review.

The proposed measures are lifted if the *IT* is converted into a grade above 59% and the student was already subject to one or more provision in this by-law.

The measures set out are maintained if the *IT* is converted into a grade below 60% and the student was already subject to one or more provision in this by-law. The measures set out in section 2.2.1 or 2.2.5 apply, where appropriate, to students who are not subject to any provision in this by-law.

Students are subject to the consequences of section 2.2.3 if the *IT* is not removed before the drop deadline of the semester following the entry.

3. SUPERVISION AND SUPPORT MEASURES FOR CONTINUING EDUCATION STUDENTS

Based on the foundations of its educational project, Cégep de Sept-Îles's stance promoting success [TRANSLATION] "is determined by all the initiatives taken and actions implemented, which require all stakeholders to work together in complementarity". From this perspective and to achieve the objectives of this by-law, the College is introducing various means to assist students and support their motivation to study.

3.1 STUDENTS AT RISK

Students who enter college studies in continuing education or whose learning environment is complex and who, after a review of their student record, are deemed to be at risk, are promptly informed of the services available to promote their success and are offered personalized support adapted to their needs throughout the first block of studies. Students may also be asked to participate in themed workshops to enhance the acquisition of work methods and habits required for college studies.

¹ For example: students taking five (5) courses in the fall semester, who pass two (2), fail two (2) and who obtain an TIN for one (1) course will be deemed to have failed half of their courses (2/4).

While not a comprehensive list of measures, remedial activities for failed courses, tutoring, or preparatory or supplemental courses may also be offered or required based on the extent of the needs observed.

Students who pass all their courses in the first block (ASC) will receive a letter of congratulations and encouragement from the College.

3.2 STUDENTS WHO FAIL MULTIPLE COURSES

3.2.1 Students who fail more than one course in the same semester will be informed in a meeting with their academic advisor of the support measures available at the College. If the situation reoccurs in a subsequent semester, students will be required to accept the supervision measures deemed appropriate for the issues identified.

3.2.2 Students who fail half their courses or credits in a block of courses for a first time during their college studies may continue studying at the College only on the condition that they sign an academic (probation) contract identifying personalized support measures in which they agree to do everything to pass by applying themselves as a student in the following block. Applying themselves as a student includes attending classes, persevering by participating in all planned course learning activities (formative and summative) until the final evaluation, and asking for help as needed.

Failed commandite courses are considered to have been failed at Cégep de Sept-Îles.

Students who do not comply with these conditions may be refused admission to the College for the following block of courses if they fail more than one course at the end of the semester or the block subject to conditions.

The program director and the Continuing Education department will review the file and decide whether a refusal is justified. In the event of a dispute, the Office of the Academic Dean will decide.

3.2.3 After reviewing their record, the program director and the Continuing Education department may refuse to admit students who fail half their courses or credits in a second consecutive block to their ACS program for the following block. In the event of a dispute, the Office of the Academic Dean will decide.

Students who are permitted to continue their program after their record has been reviewed must agree to increased support measures and to comply with the academic (probation) contract initially signed.

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- 3.2.4** Students who fail a course a first time will be informed and asked to avail themselves of the various support services offered by the College.

Students who fail the same course a second time will be required to agree to supervision and support measures. Should there be another failure and no improvement in the student's grade between the second and third attempts, students might not be permitted to continue in their program full time as long as the course(s) in question has(ve) not been passed.

Tutoring may be considered if, between the first and second attempt, the student's grade has increased by at least 8% and the student obtains at least 40%. Students must pay the full cost of tutoring. If tutoring is unsuccessful, students may, after the program director and the Continuing Education department have reviewed their record, be refused admission to the following block of their ASC program. In the event of a dispute, the Office of the Academic Dean will decide.

Students who are permitted to continue their program after their record has been reviewed must agree to increased supervision measures and to comply with the academic (probation) contract initially signed.

Students who are not permitted to continue their program after their record has been reviewed may reapply for admission to the same ACS program in the following cohort. Applicants will then be subject to the same selection process as other applicants and must describe how they will resolve their issues.

- 3.2.5** Students who fail three (3) or more times may not be allowed to participate in an internship after their file is reviewed by the ACS program director and the Continuing Education department. In the event of a dispute, the Office of the Academic Dean will decide.

Students who are permitted to participate in an internship after their record has been reviewed must agree to increased support measures and to comply with the academic (probation) contract initially signed.

Students who are not permitted to participate in an internship after their record has been reviewed must pass the requisite courses for the internship and have passed more than a third of their program courses.

- 3.2.6** Students who fail an internship must meet with the program academic advisor who will ensure that the appropriate support measures are implemented. Students must also actively participate in finding a second internship that complies with the expectations of the competencies to achieve. Students must sign an academic (probation) contract to continue the program.

3.2.7 Students who fail their internship a second time may be suspended from the ACS program. The decision to suspend is made by the program director and the Continuing Education department after they have reviewed the record. In the event of a dispute, the Office of the Academic Dean will decide.

Students who are permitted to continue their program after their record has been reviewed must agree to increased supervision measures and to comply with the academic (probation) contract initially signed.

Students who are not permitted to continue their program after their record has been reviewed may reapply for admission to the same ACS program after one year. Applicants will then be subject to the same selection process as other applicants and must establish that the issues responsible for the failed internships no longer exist.

4. SUSPENSION

Students who establish, with supporting documentation, that they could not fully devote themselves to their studies for serious reasons, such as illness or the death of a spouse or family member, or that they were in a situation beyond their control that affected their ability to succeed, may be exempted from the provisions herein. In this last case, a review committee composed of the Associate Academic Dean responsible for Student Services, the student's AA, and the program director or person responsible for program success will render a decision. In the Continuing Education department, this review committee is composed of the Department Director and the program director. In the event of a dispute, the Office of the Academic Dean will decide.

Courses with the mention IN are not considered.

5. APPLICATION, EVALUATION AND FOLLOW-UP

Subject to approval by the ministerial body concerned, this by-law is effective as soon as it is adopted by the Board of Governors.

The Office of the Academic Dean is responsible for applying and monitoring the effectiveness of this by-law through annual reports prepared by Student Services, the departments or modules, and the program committees. It assesses whether the by-law objectives have been achieved and the way the responsibilities were carried out.

The *By-law promoting Academic Success of Cégep de Sept-Îles* may be periodically amended as necessary based on regulatory amendments by the Ministère, recommendations arising from the CÉEC assessment, the departments responsible for applying the by-law or the by-law beneficiaries. The Office of the Academic Dean will consider these recommendations when reviewing or updating the by-law. The amended by-law is adopted by the board of directors following consultation with the Academic Council.

ADOPTED BY THE BOARD OF DIRECTORS NOVEMBER 20, 2001
REVISION ADOPTED BY THE BOARD OF DIRECTORS NOVEMBER 30, 2004
REVISION ADOPTED BY THE BOARD OF DIRECTORS NOVEMBER 27, 2008
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